



# City of Peoria

## Planning and Community Development Intern

The Planning and Community Development (PCD) Department plays a central role in guiding the growth and redevelopment within the City of Peoria. The Department is primarily responsible for the development of long-range policies and the processing of current development applications. The PCD Department is seeking highly motivated graduate students, or upperclassman undergraduates, to join our team as a planning intern. The intern positions provide an opportunity for participants to learn various aspects of the Peoria development process, and gain valuable insight and practical planning knowledge as they define their career path.

### **Topic Areas**

#### *Planning & Zoning*

Interns will assist staff review and research of various zoning entitlements and architectural design applications. They will also support on a variety of special projects. Individuals will be responsible for completing research, data collection for zoning ordinance amendments, writing reports, preparing public information handouts, and general office support. Additionally, they may prepare maps, exhibits, and other graphics to illustrate and inform planning proposals. . The ideal candidate will have completed coursework specializing in urban planning, architecture, landscape architecture, design, or development related disciplines.

#### *Historic Preservation*

Interns will assist in conducting historical research and resource surveys, preparing assessments and reports, photography, and the creation of GIS mapping/exhibits. They will support the growth and development of Peoria's cultural resources through professional development activities with the Peoria Historic Preservation Commission. Applicants should have completed coursework toward, or received a bachelor's degree in urban planning, architecture, history, historic preservation, or other planning or development related disciplines. *Emphasis on historic preservation is preferred for interns interested in working in this planning area.*

### **Qualifications**

1. Must be enrolled as an upperclassman undergraduate (senior year), or graduate student of a program, and have completed at least one year of related curriculum;
2. Demonstrate strong verbal and written communications skills, the ability to manage multiple tasks, excellent customer service and research skills, and the ability to work both independently and in a group setting.
3. Proficiency with Microsoft Office Suite and ArcGIS are preferred.
4. Travel accommodations will not be reimbursed (travel is not required).
5. Applicants should have a valid driver's license; be 18 years or older; and be able to pass a background screen and pre-internship drug test.

***Internship Credit***

This is a temporary intern position that can be completed for credit in the summer, fall, or spring semester. Students will earn course credits based on total hours worked, in accordance with applicable college or university requirements.

***Flexible Work Schedule***

The City operates Monday through Thursday, 7:00 am – 6:00 pm.

Interns are expected to work on a weekly basis, during hours within the City's hours of operation that fit within their schedule. To become familiar with the department and the City's processes, the minimum commitment is 20 hours per week.

***How To Apply***

Send your cover letter, resume, and contact information for one reference to:

Lorie Dever,  
Planning Manager  
[lorie.dever@peoriaaz.gov](mailto:lorie.dever@peoriaaz.gov)  
(623) 773-7200

A writing sample may be required, and interviews will be conducted on a rolling basis.